

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
MAY 16, 2016**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, May 16, 2016.

The meeting was called to order by Chairman Rick Stradtner.

**MOTION TO APPOINT ACTING SECRETARY** (DVD-00:06)

Chairman Stradtner stated that an Acting Secretary needs to be appointed.

Michael Kern made a motion to appoint Roger Seng as Acting Secretary. Keith Masterson seconded the motion. Motion approved, 6-0.

**UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:**

Rick Stradtner – Chairman  
Keith Masterson – Vice Chairman  
Roger Seng – Water Commissioner  
Michael Kern – Gas Commissioner  
Wayne Schuetter – Electric Commissioner  
Alex Emmons – Wastewater Commissioner

**ALSO PRESENT:**

Jerry Schitter – Electric Distribution Manager  
Tim Doersam – Assistant Gas & Water Manager  
Ed Hollinden – Wastewater Manager  
Ashley Kiefer – Office Manager  
Renee Kabrick – City Attorney

**ABSENT:**

Derek Smith – Secretary  
Bud Hauersperger – General Manager

**PLEDGE OF ALLEGIANCE** (DVD-01:05)

Chairman Rick Stradtner led the Pledge of Allegiance.

**APPROVAL OF MINUTES** (DVD-01:33)

Chairman Rick Stradtner presented the minutes of the April 18, 2016 Regular Meeting and there being no corrections or amendments, asked for a motion to approve the minutes. Roger Seng

made a motion to approve the minutes of the meeting as presented. Wayne Schuetter seconded the motion. Motion approved, 6-0.

**ACCEPT RESIGNATION LETTER RECEIVED FROM DEREK SMITH** (DVD-02:10)

Chairman Stradtner informed the Board that Derek Smith sent in his letter of resignation for serving on the Utility Service Board, due to work commitments. Chairman Stradtner asked for the Board's approval to accept Derek Smith's letter of resignation.

Wayne Schuetter made a motion to accept Derek Smith's letter of resignation for the Utility Service Board. Keith Masterson seconded the motion. Motion approved, 6-0.

**SHAWN WERNER – ROLLING HILLS SUBDIVISION ISSUES** (DVD-03:08)

Chairman Stradtner reminded the Board that 22 letters were sent out to home owners in the Rolling Hills subdivision, which is outside of the City limits, explaining the opportunity to hook up to the City's sanitary sewer system.

Shawn Werner, with the Dubois County Health Department, informed the Board that the homes in the Rolling Hills subdivision are having septic system trouble. The homes have been surveyed regarding septic system options. Werner stated that the ground in the area is too steep and rocky for septic systems to be an option.

Ed Hollinden stated that the residents are receptive to the City extending sanitary sewers in the area. The residents would like more information on the cost of the sanitary sewers and hookup fees to the City. Hollinden asked for the Board's approval to do some survey work in the area for not-to-exceed \$7,500.

Wayne Schuetter stated that the residents would be responsible for all the costs associated with hooking up to the City's sanitary sewer system. Schuetter stated that the sewer hookup fee for out of city limits customers is \$2,800 plus a 25% sewer surcharge. This situation is similar to the gas extension project in the Whoderville area. Schuetter agreed that the surveying was a good idea and stated that the surveying cost would be rolled into the project amount if the project is approved. Schuetter also stated that the Wastewater plant has plenty of capacity to handle the Rolling Hills subdivision.

Alex Emmons made a motion to approve the surveying for the Rolling Hills subdivision for not-to-exceed \$7,500. Keith Masterson seconded the motion. Motion approved, 6-0.

**TRUCK DELIVERIES** (DVD-15:49)

Jerry Schitter informed the Board that the half ton pickup and the service truck for the Electric Substation Department have been delivered.

**ENVIRONMENTAL GRANTS** (DVD-16:32)

Wayne Schuetter informed the Board that Bud Hauersperger is still looking into grants for the environmental work at the Power Plant.

### **ELECTRIC PLANNING COMMITTEE REPORT** (DVD-16:58)

Wayne Schuetter, Chairman of the Electric Planning Committee, stated the Committee did not meet during the past month.

### **RESULTS FROM QUOTE OPENING OF 2 (TWO) MID-SIZE TRUCKS** (DVD-17:10)

Tim Doersam informed the Board that the 2 (two) mid-size trucks for the low quote amount of \$58,326 from Uebelhor and Sons did meet specifications. Doersam asked for the Board's permission to purchase the 2 (two) mid-size trucks from Uebelhor & Sons. Chairman Stradtner stated that the Capital Expenditure amount for the 2 (two) mid-size trucks was \$60,000.

Wayne Schuetter made a motion to give Doersam permission to purchase the 2 (two) mid-size trucks for the low quote amount of \$58,326 from Uebelhor and Sons. Michael Kern seconded the motion. Motion approved, 6-0.

### **PERMISSION TO HIRE DISTRIBUTION MECHANIC** (DVD-19:35)

Tim Doersam asked the Board for permission to start the hiring process for a Distribution Mechanic, due to a resignation. Doersam stated that he would like to advertise the position internally and externally.

Alex Emmons made a motion to give Doersam permission to start the hiring process internally and externally for a Distribution Mechanic. Roger Seng seconded the motion. Motion approved, 6-0.

### **INTRODUCE NEW WATER FILTRATION FOREMAN** (DVD-21:24)

Tim Doersam introduced Darin Kemp as the new Water Filtration Foreman. Kemp has been employed by the City for over ten years.

### **PERMISSION TO HIRE PLANT MAINTENANCE MECHANIC DUE TO PROMOTION** (DVD-21:43)

Tim Doersam asked the Board for permission to start the hiring process for a Plant Maintenance Mechanic due to the promotion of Darin Kemp to Water Filtration Foreman.

Michael Kern made a motion to give Doersam permission to start the hiring process for a Plant Maintenance Mechanic. Alex Emmons seconded the motion. Motion approved, 6-0.

### **GAS PLANNING COMMITTEE REPORT** (DVD-25:35)

Michael Kern, Chairman of the Gas Planning Committee, stated the Committee did not meet during the past month.

### **WATER PLANNING COMMITTEE REPORT** (DVD-25:40)

Roger Seng, Chairman of the Water Planning Committee, stated the Committee did not meet during the past month.

#### **RESULTS OF QUOTE OPENING FOR MINI-EXCAVATOR** (DVD-25:46)

Ed Hollinden informed the Board that the low quote from Hopf Equipment for the mini-excavator in the amount of \$22,788 did not meet specifications. Hollinden stated that the quote for \$23,416.58 from Hutson, Inc. did meet all the specifications. Hollinden asked for the Board's permission to purchase the mini-excavator from Hutson, Inc. for \$23,416.58. Chairman Stradtner stated that the Capital Expenditure amount for the mini-excavator was \$40,000.

Alex Emmons made a motion to give Hollinden permission to purchase the mini-excavator from Hutson, Inc. for \$23,416.58. Wayne Schuetter seconded the motion. Motion approved, 6-0.

#### **PROPOSAL FOR TECHNICAL RE-EVALUATION OF LOCAL LIMITS** (DVD-28:00)

Ed Hollinden asked for the Board to approve a proposal for a technical re-evaluation of local limits. Hollinden explained that the Wastewater's NPDES permit requires the re-evaluation every five years. Hollinden received a proposal from JRM Environmental for not-to-exceed \$16,000. JRM is the same company that performed the evaluation five years ago, and at that time the cost was \$15,750.

Attorney Kabrick stated that a contract will need to be obtained from JRM Environmental.

Wayne Schuetter made a motion to accept the proposal from JRM Environmental for a not-to-exceed \$16,000 to perform the re-evaluation of local limits at the Wastewater plant, pending a contract from JRM Environmental. Keith Masterson seconded the motion. Motion approved, 6-0.

#### **WASTEWATER PLANNING COMMITTEE REPORT** (DVD-30:07)

Alex Emmons, Chairman of the Wastewater Planning Committee, stated the Committee did not meet during the past month.

#### **AMERICAN WATER RESOURCES MAILINGS – NOT ENDORSED** (DVD-30:15)

Ashley Kiefer informed the Board that American Water Resources has sent out another mailer to the City of Jasper Water and Wastewater customers. This is an independent company trying to sell additional insurance on water lines to the home. Kiefer reminded home owners that the City of Jasper does not endorse this insurance.

#### **PERMISSION TO JUNK OLD BUSINESS OFFICE SERVERS & DESTROY** (DVD-30:50)

Ashley Kiefer asked the Board for permission to junk the old Business Office servers and to destroy asset #CE006799, CE005404, CE004131, and CE003529. Kiefer stated that both servers will be wiped clean by Eck Mundy before they are junked.

Wayne Schuetter made a motion to give Kiefer permission to junk the old Business Office servers and to destroy asset #'s CE006799, CE005404, CE004131, and CE003529. Michael Kern seconded the motion. Motion approved, 6-0.

**PERMISSION TO JUNK OLD BUSINESS OFFICE COMPUTERS & DESTROY** (DVD-33:32)

Ashley Kiefer asked the Board for permission to junk all the computers in the Business Office that were replaced by the new Dell computers and to destroy asset #CE006268, CE006432, CE006433, CE006081, CE006266, CE006267, CE006348, CE006264, CE006265, CE006263, and CE006532. Kiefer stated that Eck Mundy will wipe out all of the hard drives before they are junked.

Keith Masterson made a motion to give Kiefer permission to junk all the old computers in the Business Office and to destroy asset # CE006268, CE006432, CE006433, CE006081, CE006266, CE006267, CE006348, CE006264, CE006265, CE006263, and CE006532. Roger Seng seconded the motion. Motion approved, 6-0.

**APPROVAL OF FINAL PAYMENT TO KREMPP CONSTRUCTION FOR BEAVER SPILLWAY PROJECT – (INCLUDED IN CLAIM DOCKET)** (DVD-34:58)

Ashley Kiefer asked the Board for permission to approve the final payment to Krempp Construction in the amount of \$9,500 for the Beaver Spillway project. This payment is included in the claim docket at tonight's meeting. Tim Doersam stated that the water level is back up to its normal level.

Wayne Schuetter made a motion to approve the final payment of \$9,500 to Krempp Construction for the Beaver Spillway project. Roger Seng seconded the motion. Motion approved, 6-0.

**FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET** (DVD-36:50)

Roger Seng reported that the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Keith Masterson made a motion to approve the claims as presented. Michael Kern seconded the motion. Motion approved, 6-0.

**APPROVE RESOLUTION #USB 2016-1 –DECLARE WATER METER LIDS AS SURPLUS & TRANSFER TO ST. HENRY WATER UTILITY** (DVD-37:40)

Attorney Kabrick reminded the Board that at last month's Utility Service Board meeting Ernie Hinkle asked for the Board's approval to declare fifty metal water meter lids as surplus. Kabrick stated that in order to conduct the transaction between the City of Jasper and the Saint Henry Water Utility, each entity needs to pass an identical resolution. Attorney Kabrick asked the

Board to approve Resolution #USB 2016-1, declaring water meter lids as surplus and further declaring that said property should be transferred to the Saint Henry Water Utility.

Kabrick stated that the total cost of the fifty metal water meter lids is \$500. Kabrick also informed the Board that a copy of Resolution #USB 2016-1 was sent to the Saint Henry Water Utility to use in creating their own resolution, and that a signed copy of their resolution will be returned to the City once it is executed.

Wayne Schuetter made a motion to approve Resolution #USB 2016-1. Keith Masterson seconded the motion. Motion approved, 6-0.

There being no further business to come before the Board, the meeting was adjourned at 7:40PM upon motion by Alex Emmons and second by Roger Seng. Motion approved, 6-0.

The minutes were hereby approved\_\_\_\_\_ with   X   without corrections this 20<sup>th</sup> day of June, 2016.

Attest: \_\_\_\_\_  
Secretary Chairman